

## EAST AYRSHIRE COUNCIL

### PARALEGAL – CONTRACTS AND CONVEYANCING

#### JOB DESCRIPTION

<b>Job title</b>	:	Paralegal – Contracts and Conveyancing
<b>Responsible to</b>	:	Team Leader – Contracts and Conveyancing
<b>Department</b>	:	Corporate Support
<b>Section</b>	:	Legal, Procurement and Regulatory Services
<b>Salary Scale</b>	:	G7
<b>Workplace</b>	:	Council Headquarters, London Road, Kilmarnock

**Job Outline:** Working within East Ayrshire Council’s Contracts and Conveyancing Team, you will be integral to a project auditing Council’s titles with a view to identifying ‘common good’ land. You will be responsible for examining titles, considering legislation, carrying out some historical investigation and reporting your findings to a dedicated Common Good Working Group.

#### **Duties and Responsibilities**

1. To support the Team Leader, Contracts and Conveyancing in the implementation of a project to identify, classify and catalogue Common Good Land in East Ayrshire.
2. To assist the Team Leader, Contracts and Conveyancing in the examination and noting of Council Titles.
3. To assist the Team Leader, Contracts and Conveyancing in investigating and establishing the historical use of Council land.
4. To assist the Team Leader, Contracts and Conveyancing in framing and issuing reports to the Common Good Working Group.
5. To prepare Reports on Title in respect of each Title Area examined.
6. To populate, update and maintain the Council’s Common Good Database.
7. To respond to queries from Elected Members and Council Departments regarding Common Good matters.
8. To complete the examination of Common Good Titles and Reports within specified deadlines.
9. To maintain an effective knowledge and awareness of professional developments in the areas of the Conveyancing.
10. To carry out any other duties as directed by the Head of Legal, Procurement and Regulatory Services, Legal Manager and Team Leader, Contracts and Conveyancing.

**This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.**

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## PERSON SPECIFICATION

<b>POST OF: PARALEGAL</b>		<b>DEPARTMENT: CORPORATE SUPPORT</b>
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b> The minimum acceptable levels for safe and effective job performance	<b>DESIRABLE</b> The attributes of the ideal candidate
<b>EDUCATION</b>	Paralegal Qualification in Conveyancing and/or Law Degree /Diploma in Legal Practice.	
<b>RELEVANT EXPERIENCE</b>	Knowledge and experience of Conveyancing practice and procedures  Research and Investigation  Report Preparation  Database Population. .	Understanding of Sasine Titles
<b>SPECIAL KNOWLEDGE/SKILLS AND MANAGEMENT COMPETENCIES</b>	Working knowledge of Microsoft Word, Excel, Outlook and Access.  Organisation and administrative skills  Able to work on own initiative  Able to work to deadlines	
<b>PERSONAL FEATURES/QUALITIES</b>	Attention to detail.  Good problem solving skills.  Excellent written and oral communication skills.  Ability to work alone with minimum supervision.	
		<b>Prepared by: Gordon Anderson</b> <b>Designation; Asst. Team Leader</b> <b>Date: 15 March 2010</b>
<b>IF THIS JOB IS NOT SUITABLE FOR JOB SHARING, PLEASE STATE REASONS</b>		<b>Approved by: Stuart McCall</b> <b>Designation: Legal Manager</b> <b>Date 16 March 2010</b>